

**TOWN OF TOPSFIELD  
REQUEST FOR QUOTES**

Sealed quotes for the replacement of the Town Hall boiler will be received at the Town of Topsfield, Town Hall, 8 West Common Street, Topsfield, MA 01983, until the date and time stated below and at which place and time said quotes will be publicly opened and read aloud:

**August 18, 2011 @ 10:00 AM**  
**at**  
**TOWN OF TOPSFIELD, TOWN HALL, MEETING ROOM**  
**for**  
**Town Hall Boiler Replacement Project**

Sealed quotes sent through the mail shall be mailed to: Town of Topsfield, 8 West Common Street, Topsfield, MA 01983. **All quotes shall be submitted in sealed envelopes marked “Quote for Town Hall Boiler Replacement”. Date and time of quote opening MUST appear on the outside of the envelope.**

Contract Documents may be obtained on or after August 3, 2011 at the following location:

Topsfield Town Hall  
Purchasing Office and/or Board of Selectmen  
8 West Common Street, Topsfield, MA 01983  
Phone (978) 887-1504 or 1500  
Fax (978) 887-1502

A bidder's meeting is scheduled for **Monday, August 8, 2011 at 10:00AM** in the Town Hall Meeting Room, first floor. This is the only scheduled tour of the boiler room and facility.

The Town of Topsfield reserves the right to reject any and all quotes, to waive informalities in quotes, to cancel this Request for Quotes if it is in the Town's interest to do so, and to award the contract in the best interest of the Town of Topsfield.

Each bidder agrees to waive any claim it has or may have against the Owner or their respective employees arising out of or in connection with the administration, evaluation or recommendation of any quote.

**BOARD OF SELECTMEN  
TOPSFIELD, MASSACHUSETTS**